



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-192511
AMENDMENT # 1
FOR DEVELOPMENT AND ADMINISTRATION OF
LICENSURE EXAMINATION FOR MANUFACTURED
HOME RETAILERS, CERTIFIED EMPLOYEES, AND
INSTALLERS**

DATE: SEPTEMBER 4, 2018

RFP # 33501-192511 IS AMENDED AS FOLLOWS:

- 1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		August 6, 2018
2. Disability Accommodation Request Deadline	2:00 p.m.	August 10, 2018
3. Notice of Intent to Respond Deadline	2:00 p.m.	August 15, 2018
4. Written "Questions & Comments" Deadline	2:00 p.m.	August 20, 2018
5. State Response to Written "Questions & Comments"		September 4, 2018
6. Response Deadline	2:00 p.m.	September 14, 2018
7. State Completion of Technical Response Evaluations		September 21, 2018
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	September 24, 2018
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	September 25, 2018
10. End of Open File Period		October 2, 2018
11. State sends contract to Contractor for signature		October 3, 2018
12. Contractor Signature Deadline	2:00 p.m.	October 8, 2018

- 2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 What was the volume of candidates in 2017, broken down by examination?	75 candidates
2 What was the volume of candidate re-takes in 2017, broken down by examination?	1 candidate
3 What was the volume of candidate no-shows in 2017, broken down by examination?	0 candidates
4 Has a job analysis been conducted for manufactured home retailers, certified employees, and installers?	No.
5 If a job analysis has not been conducted, is the State open to conducting a job analysis?	No.
6 Is there another exam plan already established for the exam (for example, as the result of a previously conducted job analysis)?	No.
7 Does the State already have test bank of items?	Yes.
8 If the State does have a test bank of items, will it provide the bank of items to the selected Contractor upon contract award?	Yes.
9 Are the test bank items performing well?	Yes.
10 Will the selected Contractor be provided performance data for the items and exams?	Yes.
11 Is the State open to conducting item development work virtually?	Yes.
12 Is the State open to computer-based testing, either in physical testing centers or online using remote proctoring?	The State is open to computer-based testing in physical testing centers only.
13 It is our understanding that a version of the manufactured home retailers, certified employees, and installers examination is already being administered. If a new Contractor is selected, will the new or existing Contractor be responsible for continuing to administer the examination while the new bank of, at least, 100 items is being created?	The new Contractor will be expected to administer the examination.
14 Section A.2.e. asks for specification of equating procedures.	The equating would be conducted between the multiple versions of the examination created and under this RFP.

QUESTION / COMMENT	STATE RESPONSE
Can the State clarify whether the equating is to be conducted between the current form and the one to be developed under this RFP, or if multiple versions of the examination are desired to be created and equated under this RFP?	
15 If the State will be equating between the current form and the one to be developed, will the new Contractor be given access to data from the previous or current examination?	See answer to Question 14.
16 How will the State notify the Contractor of individuals who are approved to take the examination, as described under Section A.3.a.?	The Contractor shall schedule examinations directly with the candidates.
17 Section A.3.b. states that “the Contractor shall make the examination(s) available on an as needed basis.” Can the State provide any guidance or historical data on number of tests administrations per month (or annually) by location?	All 75 candidates in 2017 tested in Nashville.
18 Section A.3.b. mentions test administrations in Memphis, Nashville, Knoxville, Chattanooga, Jackson, Johnson City, and other locations. Are these sites secured by the State or will the Contractor be responsible for securing and renting the test site locations for the exams?	The Contractor is responsible for securing and renting test site locations.
19 What is the current seating capacity for each test site?	The current seating capacity is 15 candidates.
20 Does the State have a minimum or maximum seating capacity expectation per test site?	No.
21 Section A.3.k. states that “the Contractor shall provide and transmit photo-bearing score reports to candidates within five (5) business days following the examination.” Can the State clarify if these reports are to be delivered via electronic mail or via standard mail?	The State has no preference on delivery method, as long as it is in a format accessible by the candidate.
22 Is the photo to be used on the photo-bearing score report provided by the State, or will the Contractor be responsible for securing a photo of the client?	The Contractor is responsible for securing a photo of the candidate.

QUESTION / COMMENT	STATE RESPONSE
If a photo is provided by the State, what format will it be provided in?	
<p>23 Section A.3.k. states that “the Contractor shall provide candidates with the option of online examination registration.”</p> <p>Can the State clarify what other options, if any, are to be available to candidates?</p>	Online registration or registration by phone are the options historically accepted by the State.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.